



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

WORKERS COMP CLAIMS ADMINISTRATOR

Job Number: 20000908

Job Code: 37900V150916

Job Group: 3700 - INDUSTRIAL COMPENSATION AND INSPE

Job Established: 12/01/1989

Job Revised: 05/16/2008

Grade: 16 Salary (MIN - MID):

\$21,870-\$28,972 - Hourly

\$3,553.88-\$4,707.96 - 37.5 Hr. Monthly Salary

\$3,790.80-\$5,021.82 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Administers the workers compensation claims program for a cabinet with a self insured workers compensation program; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE:

Must have four years of professional experience in medical claims administration, vocational rehabilitation and/or disability determination.

Substitute EDUCATION for EXPERIENCE:

A master's degree will substitute for one year of the required experience.

Substitute EXPERIENCE for EDUCATION:

Additional experience in disability determination and/or medical claims review and authorization will substitute for the required college on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Enforces approved policies and procedures with reference to a cabinet's self insured workers compensation claims program. Reviews and recommends changes in approved policy and procedures. Reviews workers compensation claims from cabinet employees claiming injury or illness arising from work place and work related activities. Reviews first report of injury and documentation supplied by medical personnel. Determines eligibility for and authorizes or denies payment of temporary total disability benefits. Monitors continuing claims through contact with the claimant and/or witnesses for verification of information, and evaluating medical, vocational, and personal information to determine his/her disability, capacity to work, and rehabilitation potential. Directs and authorizes independent medical evaluation of claimants. Consults with physicians, vocational rehabilitation specialists and cabinet personnel. Answers inquiries from claimants, physicians, insurance companies, vocational rehabilitation specialists and other interested parties. Determines eligibility for continuing benefits and whether or when such benefits shall cease. Prepares documentation and assists cabinet attorneys in disputed claims before the appeals board or in court. Authorizes payment of medical exam reports; medical prescriptions; medical, surgical, hospital, and/or nursing treatment; and, medical/surgical supplies and appliances. Maintains all records and documentation pertinent to workers compensation claims filed by employees. Assigns work to and reviews the work of clerical and/or secretarial staff assigned to the program. Supervises assigned staff where applicable.

UNIQUE PHYSICAL REQUIREMENTS:

Work requires lifting file boxes in excess of twenty-five pounds.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is performed primarily in an office setting but will occasionally require travel throughout the state.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.